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Sacramento, CA 95814
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www.scdd.ca.gov

Community Program Development Grant

Request for Proposal

Application and Instructions Fiscal Year 2004-05 Cycle XXVII

Please call or e-mail Dana Spear regarding any questions you may
have regarding this application or the grant process
(916) 263-5788
dana.spear@scdd.ca.gov

Proposal Deadline
5:00 P.M. March 5, 2004

Application packet is available at:
www.scdd.ca.gov

Revised
January 13, 2004

The California State Council on Developmental Disabilities (SCDD) is requesting Community Program Development Grant (CPDG) proposals for the Fiscal Year (FY) 2004-05 (October 1, 2004 through September 30, 2005).

Pursuant to the Developmental Disabilities Assistance and Bill of Rights Act (Public Law 106-402), the SCDD is responsible for all Federal Part B Funds appropriated to California. Portions of these funds are allocated to the CPDG Program. Approximately \$1,987,000 is anticipated to be available for the CPDG Program in FY 2004-05. The purpose of the grant program is to provide resources necessary to initiate new programs that are creative, special, needed and innovative for people with developmental disabilities and their families.

This application packet contains the forms and guidelines for submitting proposals for funding. Private nonprofit and proprietary organizations, institutions of higher education and local government agencies are eligible to apply. The decisions regarding eligible applicants and proposals that are ultimately funded will be the sole decision of the SCDD. As such, the grant application must be complete and meet all of the requirements set forth in this application packet.

A copy of the request for proposal announcement has been distributed to interested parties on our mailing list. The application will be available on the internet at www.scdd.ca.gov by January 13, 2004.

Two Proposals, including all the required documents, must be received at the SCDD, Headquarter Office, at 2000 "O" Street, Suite 100, Sacramento, CA 95814, by 5:00 p.m. on Friday, March 5, 2004.

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A. INTRODUCTION

This application packet is provided as a resource to those persons and/or organizations in California interested in submitting a proposal for Community Program Development Grant (CPDG) funding for Fiscal Year (FY) 2004-05. Contained herein are policies, procedures and guidelines to promote sound program and budgetary practices.

This application packet includes the priority objectives in the 2002-06 State Plan chosen by the California State Council on Developmental Disabilities, hereinafter referred to as the SCDD, for FY 2004-05. The application packet provides instructions about what the application must include, criteria used to select proposals, and contract requirements.

Applicants are responsible for providing accurate, current, and complete information about their organization and the proposal. All decisions regarding proposals that are ultimately funded are the sole responsibility of the SCDD. Therefore, submission of all required documentation must be submitted and completed in the manner outlined in this application packet. The SCDD reserves the right to amend guidelines by addendum, but no later than ten days prior to the submission deadline date.

During the CPDG process, the role of the SCDD is to ensure that all proposals are fairly and consistently reviewed and evaluated, comply with state and federal laws and policies, provide assistance to applicants, to the extent funds are available award the highest ranked proposal(s), complete the contracting process, and oversee the grant process/programs.

1. Federal and State Law

The SCDD is a federally funded independent state agency established by federal and state law. Pursuant to the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (Public Law 106-402), financial assistance to the SCDD is provided to develop and implement a State Plan to support advocacy, capacity building, and systemic change activities that are consistent with promoting a consumer and family-based system of services, supports, and other assistance. The goal of the federal law is to enable people with developmental disabilities to achieve self-determination, independence, productivity, and community integration and inclusion.

Provisions in the State Lanterman Developmental Disabilities Services Act (Amended Statute 2002, Chapter 676) directs the SCDD to conduct activities related to meeting the Objectives of the State Plan, including activities to demonstrate new approaches to serving individuals with developmental disabilities that are a part of an overall strategy for systemic change.

2. Federal Funding

Federal law requires that the funds allotted to California “shall be used to pay for the federal share of the cost of carrying out projects in accordance with approved State Plans of services for individuals with developmental disabilities.”

3. Community Program Development Grant (CPDG)

The CPDG program is the important vehicle used by SCDD to meet both the federal and state legal mandates as outlined above. The CPDG Projects are the primary method of directly providing the resources needed to initiate new and innovative programs for Californians with developmental disabilities and their families. These grants are awarded on an annual cycle, consistent with specific identified objectives in the State Plan. Both the SCDD and grant recipients assert that the heart of this program is the ability to provide urgently needed services for individuals with developmental disabilities and their families that otherwise would not be available. An important component of the systemic changes and improvements resulting from these grants, besides the immediate funding that allows the creation or expansion of services, is the applicant’s commitment to securing ongoing funding. This component will be discussed in greater detail in Section C., Instructions for Completing CPDG Application.

B. THE STATE PLAN – GRANT FUNDING OBJECTIVES

The State Plan defines critical current and emerging issues facing Californians with developmental disabilities and their families. The State Plan was developed with extensive community input, prior to its approval by the SCDD and the Federal Administration on Developmental Disabilities. The SCDD informs the Federal Administration on Developmental Disabilities on how SCDD will invest its resources. At the SCDD's November 17, 2003 meeting, seven (7) State Plan objectives were selected for inclusion in the Request for Proposals for FY 2004-05.

In addition to the SCDD's emphasis on the grants as part of overall systemic change, proposals must demonstrate an emphasis on OUTCOMES (actually achieving the SCDD's intended result in the specific area), and on information dissemination and willingness to provide information that can assist others with replication. In keeping with Objective QA3.3 (*The SCDD will develop initiatives to enhance and sustain the role of families in the lives of individuals with developmental disabilities throughout their lifespan*).

ALL proposals must include an opportunity for family and friend involvement whenever appropriate and address their method for doing so as part of the proposal.

Therefore, for purposes of this CPDG grant proposal request, applications submitted for FY 2004-05 must address providing services in at least one of the following objectives:

On November 17, 2003, the Council took the following actions:

1. Voted to make Cycle 27 a pilot year of **two-year grants (up to 24 months)** in order to improve outcomes and increase systemic change. (Note: the dollar amount remains at \$1.9 million, spread over the 24-month period. The Council is NOT committing next year's grant funding by this action.)
2. Selected the following State Plan Objectives for funding in Cycle 27.

EMPLOYMENT (EM) GOAL

Californians with developmental disabilities obtain, maintain, and advance in employment consistent with their interests, abilities, and needs.

All proposals must address the stated Objective and the bullet point listed below the objective to qualify for funding.

EM1.2 Objective: *Council projects will enable Californians with developmental disabilities to obtain, maintain, and/or advance in careers of their choice by the year 2006, including self-employment, micro-enterprises, and home-based businesses.*

Proposals must address either or both of the bullet(s) listed below. Proposal that address both will receive a higher priority. Inclusion/creation of internships, mentorships, higher education, etc. shall be eligible provided the final goal and outcome is paid career employment.

- Emphasis on career development (consistent with the individual's abilities and interests); or/and
- Development of self-employment, micro-enterprises and/or home-based businesses as possible career options.

EDUCATION (ED) AND EARLY INTERVENTION GOAL

Californians birth through age 21 with developmental disabilities will maximize their developmental and education potential through the delivery of appropriate services and supports to individuals and their families; and will be integrated and included in all facets of student life, based on personal choice.

All proposals must address the stated Objective and the bullet point listed below the objective to qualify for funding.

ED1.4 Objective: *By the Year 2006, the Council will promote effective strategies in school districts to enhance inclusion and education of students with developmental disabilities in all classes and related activities throughout the student's educational years.*

- Proposals addressing this objective must include information for parents as well as districts.

ED1.5 Objective: *By the year 2006, preschools will have information on effective strategies to include preschoolers with developmental disabilities in public and private preschool programs.*

- Proposals addressing this objective must include collaboration with provider associations.

ED1.6 Objective: *By the year 2006, California students with developmental disabilities will have improved access to transition planning and services throughout the student's educational years.*

- Proposals addressing this objective must include higher education as a student option and show collaboration with appropriate higher education entities.

TRANSPORTATION (TR) GOAL

Californians with developmental disabilities will be integrated and included in community transportation that enables participation in all elements of daily life.

All proposals must address the stated Objective and the bullet point listed below the objective to qualify for funding.

TR1.1 Objective: *By the year 2006, Californians with developmental disabilities will have access to enhanced transportation that enables participation in all elements of daily life.*

- The intent of this objective is to improve integration and inclusion through access to the generic community transportation options (not paratransit or other isolated systems) that exist within the community (light rail, trolleys, buses, trains etc.). Proposals must include a training component for consumers and drivers. The training must include information on harassment prevention.

QUALITY ASSURANCE (QA) GOAL 1

Californians with developmental disabilities are free of abuse, neglect, or exploitation, and are provided equal access to protection and legal remedies when those rights are violated.

All proposals must address the stated Objective and the bullet point listed below the objective to qualify for funding (if application).

***QA1.5 Objective:** By the year 2006, the State Council will identify and promote strategies to effectively address the needs of individuals with developmental disabilities who are accused, convicted, incarcerated, or paroled.*

- Proposals funded under this objective are to develop and implement (demonstrate) a replicable model of support services for consumers coming out of the criminal justice system to prevent/reduce recidivism.

QUALITY ASSURANCE (QA) GOAL 2

Californians with developmental disabilities and their families will experience increase self-determination, productivity, integration and inclusion through Council projects and activities promoting self-advocacy.

***QA2.1 Objective:** By the Year 2006, Californians with developmental disabilities in all regions of the state will benefit from an improved statewide self-advocacy organization that is organized, led by, and directed, by Californians with developmental disabilities.*

C. INSTRUCTIONS FOR COMPLETING CPDG APPLICATION

1. Timelines

Proposals, including all of the required documents, must be received at the SCDD Headquarters' Office by 5:00 p.m. on Friday, March 5, 2004. The SCDD will not accept applications sent by fax or e-mail. All application received after the deadline will be returned.

Two complete copy ready originals of the proposal must be submitted to:

Dana Spear
State Council on Developmental Disabilities
2000 "O" Street, Suite 100
Sacramento, CA 95814

Application Deadline.....By 5:00 p.m. on Friday, March 05, 2004

Technical Review & Regional Office Review.....March 05 – April 6, 2004

SCDD Grant Review Task Force Evaluation/Ranking.....April 17 – 30, 2004

Executive Committee Review and Recommendation.....Prior to May 17, 2004

Council Action.....May 17 – 18, 2004

Public Posting Notice.....May 18, 2004

Protest Period.....May 18 – 25, 2004

Award Notification.....June 15, 2004

Anticipated Funding of Awarded Proposals to Begin.....October 2004

2. Confidentiality

Prior to posting the "Notice of Intent to Award Contracts," all proposals will be designated confidential to the extent permitted by the California Public Records Act. After the protest period ends, all proposals received will be regarded as public record. Any language purporting to render all or any portion of the proposals confidential shall be regarded, as non-effective and the proposal will be rejected.

3. Debriefing

Written or oral proposal evaluation debriefings will not be provided to unsuccessful applicants.

4. Funding of Projects

- a. The funding of projects is contingent on the SCDD's receipt of sufficient federal funds. After the announcement of a grant award, changes in the level of federal appropriations received by the SCDD may result in the reduction of funds or withdrawal of some or all projects. The SCDD assumes no responsibility for costs incurred by the applicant prior to formal awarding of a contract and reserves the right not to fund a proposal.
- b. The SCDD reserves the right to accept or reject any or all proposals received as a result of the request, to negotiate with any qualified entity, or to modify or cancel, in part, or in its entirety, these guidelines if it is in the best interest of SCDD to do so.
- c. The SCDD may reduce the allocation requested in any proposal. If the proposal amount is reduced, the applicant will be asked if they would like to proceed with the process. If applicant wishes to proceed, a revised budget will be required with the new allocation amount.
- d. Successful grantees will submit all invoices in arrears. Prior to executing the contract, successful applicants must be able to provide assurances that they are financially able to meet expenditures until approved reimbursement is received.

5. Format Requirements

The SCDD strongly encourages applicants submitting proposals to be accurate, brief, and clear in the presentation of their ideas. Proposals addressing more than one objective must include information on each of the Objectives/Emphasis throughout the entire proposal. Blank copies of the forms are available in Section H FORMS. The following basic formatting instructions are required to be completed in the designated order and in the following manner:

- a. Form 1 Cover Sheet and Checklist. This form must be the first page of the proposal. The Project Director must check and certify that documents have been accurately completed and follow the requirements as outlined in the application packet.
- b. Proposals are required to follow the sequential order (Forms 1 – 7, plus Attachments) as outlined on page 2 of Form 1 Cover Sheet and Checklist.
- c. Proposal must be typewritten, point size at 12, and **with 1" margins on all sides**. Text shall be single-spaced and can only be on one side of the page. No pictures or computer artwork is allowed.
- d. **All pages must be numbered consecutively this includes all attachments.**
- e. The application packet document shall not exceed 23 pages, excluding attachments.
- f. Include the attachments at the end of the proposal.

A scoring system will be used during the Technical Review process. A total of fifty (50) points will be awarded based on 1) Following the formatting instructions; 2) Completeness of forms; and 3) Providing all required information/attachments.

Proposals must score a minimum of 30 points in order to proceed into the Regional Office review, and the Program Evaluation Process.

6. Forms and Content Requirements

Complete the forms as specified. Note that after each form name, the page number is listed to identify where the actual form is located in Section H FORMS.

Form 1 – Cover Sheet and Checklist (Pages 28 and 29, not to exceed 2 pages)

1. Contracting Entity: The fiscal agent responsible for receipt and disbursement of CPDG funds. The contracting entity must have a federal identification number, or, in the case of an individual submitting an application, a Social Security number is required.
2. Implementing Entity: The implementing entity is the individual, group, or agency responsible for the implementation of the project. It may or may not be the same as the contracting agency.
3. Project Director: The individual who will be making the programmatic decisions as well as being the contact person throughout the funded period.
4. Authorized Official: The individual who will be responsible for contractual agreements and fiscal accountability. The individual will also be authorized to approve and sign the contract.

The Project Director must review the proposal and sign Form 1, page 2, certifying that the proposal is true, complete, and accurate.

Form 2 – Project Profile, Summary and Narrative (Page 30, not to exceed a total of 9 pages)

1. Project Profile - Complete as instructed on the form. The Project Profile shall not exceed one (1) page.
2. Summary of Project – Include a brief summary of the project. The summary should state who, what, where, and how, also address the need in the geographic area. (1) Page.
3. Project Narrative not to exceed (7) pages. (Include Titles and Subtitles)

Provide a brief history and description of the applicant agency. Include a description about your experience or the experience of your group or organization. The description should also include a discussion of how your organization's experience specifically relates to the work proposed in your project.

- a. A description of what will be developed. Discuss the specific nature and characteristics of the proposal, address how the project **will allow for family and friend involvement**, how the project will provide systemic change, outline all services the will be provided and state all products that will be developed. **If your agency is currently providing this service, please explain why this project should be considered new and innovative, and qualify for funding through this grant process.**
- b. A description of why the project is important. Identify the innovative or creative elements of the project. Is this an unmet need in the area?
- c. A description of what you hope to accomplish through your project (Goals and objectives)
- d. A description of the types of collaboration across geographic and/or service systems. How will the proposal integrate with existing service systems?
- e. A description of the research completed that was used to determine a need in your area, and justification for the project.

3. State Plan Objective(s)

A description of how your project responds to the SCDD's specific 2002-06 State Plan Objective(s) and bullet points for FY 2004-05. Use the information provided in Section B State Plan – Grant Funding Objectives, beginning on page 6 of this document. **Proposals addressing more than one objective must include information on each of the Objectives.**

4. Description of Population to be Served

- a. A description of the geographic area that your project encompasses.
- b. A description of the cultural, ethnic, racial, economic diversity and type of disability of the population that your project will serve. Indicate whether the proposal will provide services to individuals with developmental disabilities who live in poverty areas.
- c. A description of the steps your project will take to ensure active and meaningful participation of a representative diverse group, including individuals with developmental disabilities in your project. Note: Such involvement should, at a minimum, be representative of the diversity of your geographic area.

5. Collaborating Entities

Identify parties/entities collaborating on this proposal. This may include Regional Centers, local government agencies, and/or other organizations. **Identify whether collaborators are to be paid through this proposal.**

6. Dissemination/Replication Plan

Describe the plans to share products developed through this proposal and willingness to provide consultation to others wishing to replicate the proposal.

Form 3 - Project Management Plan (Pages 31 – 34, not to exceed 4 pages)

1. Describe the methods that will be used to develop the project and to accomplish the goals and objectives. This should include the following in a table format:
 - a. The specific activities or steps undertaken to achieve each objective and accomplish the project.
 - b. The time lines for completing activities needed to develop the project, utilizing generic months (e.g., Month 1, Month 2, etc.).
 - c. Identify staff and/or collaborating agencies responsible for each goal and objective.

Form 4 – Personnel and Organization (Page 35, not to exceed 2 pages, excluding attachments)

1. Personnel - Include the following information:
 - a. Name of the individual who will be organizing and implementing the project.
 - b. Name of individual who has authority to make contractual and fiscal decisions.

- c. Provide a description of the types of administrative support that will be provided.
- d. Names of all key personnel and position of the required qualifications for each key position. Include a job description or duty statement for each key personnel. If names are not available, provide duty statements (include as an attachment).
- e. Where appropriate, attach Curricula Vitae for each staff person working on the proposal (include as an attachment).
- f. Where appropriate, copies of current professional licenses or credentials (include as an attachment).

2. Organization

- a. A description about the organization's experience, specifically, how does your experience(s) relate to the work proposed in your project?
- b. Provide an organizational chart for the proposal only. List the names and positions in the organization. The organizational chart does not need to include the entire agency or institution (include as an attachment).

3. Letters of Support - Attach a minimum of three letters of support, the letters must be from three different entities. Applicants are urged to obtain letters of support from any collaborators working on the project and regional centers. Each letter shall identify the company name with the contact person and telephone number. **All letters of support must be dated after the release of the Request for Proposal.** The individuals writing the letters of support must state in their letter that:

- a. The proposal has been reviewed, and their thoughts on the proposal;
- b. They are familiar with the applicant; and
- c. The need for the project.

At least one letter of support must be from an entity with recognized expertise in the objective area identified in the proposal. Letters received from entities that will financially benefit from this proposal shall not be counted toward the required three letters of support.

(All letters of support are to be included as an attachment.)

Form 5 – Outcomes and Evaluation Plans (Page 37, not to exceed 1 page)

1. In this section, provide the following:

- a. State how your proposal will address an overall strategy for systemic change.
- b. A method to evaluate consumer satisfaction, including when and how the project will be monitored and evaluated.
- c. List the total amount of individuals with developmental disabilities and their families that will be served by this project.
- d. A list of measurable outcomes and a method that will be used to determine if the outcomes have been met. Be sure the stated outcomes relate directly to the specifically identified outcomes in the SCDD's 2002-06 State Plan for the specific objectives. (See Appendix) Also, ensure that you have consistently stated the outcomes in the same way in the narrative, management plan, and evaluation section.

Form 6 - Budget (Page 38, not to exceed 4 pages)

The SCDD's CPDG funds are intended to provide resources for new and innovative programs that are not currently available. These funds may not be used to purchase goods or services for which another funding source is available, or to supplant existing funding. Project costs include all necessary expenses made by the grantee in accomplishing the objectives of the grant during the contract period. The applicant is responsible for ensuring that all costs conform to the requirements of these guidelines and the State Contracting Manual for use of the CPDG funds.

To complete Form 6 Budget, refer to the sample budget forms on pages 35, 36, and 37 as well as Section F, Allowable and Non-Allowable Contract Costs for assistance

A. Personnel Services, Staff Salaries, Wages, and Benefits – List monthly salaries, monthly benefits, and percent of time staff will be working on project and the total amount of month's staff will be working on project. Add the monthly salary and the monthly benefit amount, multiple by the percent of time, and the months working on proposal. All staff must be listed separately as outlined on the Budget Form. (Staff benefits should be specific to each staff position. Benefits can include payroll taxes, workers' compensation, medical benefits, dental benefits, vacation, sick leave, and any additional benefits that are provided to the staff working on the project. (A breakdown/listing of all staff(s) benefits claimed/requested must be included in the Budget Justification.)

B. Consultants Salary/Contract Costs – List consultant positions, hourly rate, and total number of hours contracted. Consultants listed must be consistent with the proposal overcome. Consultant rates must conform to the current Schedule of Maximum Allowance.

C. Operating Costs – List the operating costs on Form 6 Budget, page 1. Not all cost items listed may apply; this section should reflect only the operating costs of your program. (Delete all items that do not apply and add the line items that apply to your actual costs.)

D. Administration/Indirect Costs – A maximum of 10% can be allowed if applicable. (This amount must be explained in depth on the Budget Justification Form.)

The total amount identified on the Total Contract Cost is the sum of A + B + C + D (Total Annual Personnel Costs + Total Annual Consultant Costs + Total Annual Operating Cost+ Administration/Indirect Costs). Also, the total budget amount must match the total requested on Form 1 - Cover Sheet and Checklist.

Directly following the Form 6 Budget, attach the Budget Justification page, and list each cost item with an explanation. All items purchased must reflect reasonable and customary costs.

Directly following the Budget Justification, attach the Equipment List page, (if applicable) and list the equipment that will be purchased. The total amount must equal the amount requested on Form 6.

Form 7 - Continuation of Funding (Page 39, not to exceed 1 page)

1. Identify the program's continuation of funding source, how the program will continue after the end of the contract with SCDD.
2. Describe whether the continuation of funding source is from a government or a private agency. Provide written verification from that agency for the continuation of funds.
3. If a Regional Center is identified as a continuation of funding source, a vendor code must be provided along with the rate per visit (hourly, daily, monthly, etc.) as set by the Department of Developmental Services' Rates and Vendorization Section.

7. Attachments

The following attachments must be included at the end of the proposal packet in the order listed below. All attachments are to be numbered. Refer to Form 4, Personnel and Organization instructions on page 12.

- a. Continuation of funding letters;
- b. Organizational chart for the proposed project;
- c. Where appropriate, duty statements, curricula vitae, current licenses and credentials;
- d. Minimum of three (3) letters of support; and
- e. Grant/Award list.

D. TECHNICAL REVIEW AND REGIONAL OFFICE REVIEW

The purpose of the Technical Review process is to determine: 1) Whether the proposal meets the requirements as outlined in the application packet; and 2) If the proposal scored high enough to be eligible to move forward to the Regional office review and the program evaluation review process.

1. To Be Eligible for Technical Review

- Application packet must be received by 5:00 p.m., March 5, 2004.

2. Criteria for Technical Review

A scoring system will be used during the Technical Review process to rank completed proposals. A maximum total of fifty (50) points will be awarded based on:

- Proposals submitted must meet at least one of the seven FY 2004-05 specific objective and any sub-emphases (bullet points) indicated in order to be considered;
- Proposals submitted must serve individuals who meet the federal and/or state definitions of developmental disabilities. (Refer to Section J, Glossary of Terms, for definitions);
- Proposals submitted must be consistent with all applicable federal, state, and local government laws and regulations;
- Following the formatting instructions as outlined in Section C, Item 5, Format Requirements;
- Completeness of forms, usage of forms from the application dated January 12, 2004;
- All required information and attachments are included in the proposal; and
- SCDD may reject any proposal as non-responsive if it is conditional, incomplete, and/or contains irregularities.

SCDD may waive any immaterial deviation in a proposal. Waiver of an immaterial deviation shall in no way modify the guideline documents or excuse the application from full compliance with the contract requirements if the applicant is awarded the contract.

A minimum score of 30 points will be needed in order to proceed to the Regional Office Review and the program evaluation process. The basic formatting instructions are required to be completed in the designated order and in the manner outlined in Section C, Item 5, Format Requirements.

Examples of Fatal Mistakes:

- 1. Proposal includes two letters of support from the same agency;**
- 2. Proposal only has three letters of support, and one letter the entity will financially benefits from the proposal;**
- 3. Proposal is missing one of the seven forms;**
- 4. Proposal misses the deadline of 5:00 p.m. March 5, 2004; and**
- 5. Proposal contains state employees, or past state employee working on project (see page 40).**

3. Criteria for Regional Office Review

The SCDD Deputy Director for Area Boards Operations will oversee the Regional Office review process. A maximum of 15 points will be awarded based on the need for the service in the Regional Office's catchment area.

E. PROGRAM EVALUATION AND SELECTION PROCESS

1. Assumptions Used in the Program Evaluation

- Only those proposals that scored 30 points and above in the Technical Review will be eligible for the Program Evaluation review.
- Ranking of proposals will be based on a total score of 145. This includes the maximum possible 50 points awarded in the Technical Review, possible 15 points awarded from the Regional Office review, and the maximum possible 80 points awarded in the Program Evaluation review.

2. Criteria for Program Evaluation

A scoring system will be used during the Program Evaluation process to rank proposals. A maximum total of 80 points will be awarded based on the following criteria:

- Demonstrates how the proposal addresses the specific State Plan objective(s) and emphases (bullet point[s]).
- Extent to which the applicant has experience, knowledge, and demonstrates the ability to accomplish what is being proposed.
- Demonstrates sound methodology with appropriate timeframe for meeting project goals and objectives. Has a timely and reasonable work plan for meeting goals and objectives.
- Demonstrates in measurable outcomes the impact on the target population, products developed to be used by other programs, and the evaluation plan that assesses impact on the program based on project goals and objectives.
- Extent to which the proposal demonstrates evidence of interagency collaboration, how the proposal will be integrated with services in the existing service system, and whether the project can be replicated regionally or statewide.
- Extent to which the budget is reasonable and appropriate for accomplishing the objectives of the proposal.
- Extent to which the proposal identifies continuation of funding source(s).
- To the extent the reviewer determines that the proposal should be funded, a one to ten point score will be awarded.

3. Conflict of Interest Statement

Prior to the program evaluation review, a “Conflict of Interest Statement” form will be reviewed and signed by each members of the Grant Review Task Force. The Conflict of Interest Statement form will certify that the member has no financial interest in the entity submitting the proposal nor are they or family members directly being serviced or employed by the entity. Included will be a formal recusal policy for individual reviewer to exclude himself/herself from any proposal that presents a conflict of interest. If a possible conflict of interest is found to exist for any of the Grant Review Task Force members, the total points scored by the remaining review members will be averaged, and the average score will be added to the total points scored.

4. Notice of Intent to Award Contract

A “Notice of Intent to Award Contract” will be posted at the SCDD office located at 2000 “O” Street, Suite 100, Sacramento, California 95814 during the period May 18 through 25, 2004. The notice will also be posted on the Internet at www.scdd.ca.gov. If you would like a copy of this posting, you may contact the SCDD office at (916) 322-8481.

During the protest period May 18 through 25, 2003, a written protest can be filed with the Executive Director of SCDD. A protest must be received in the SCDD Headquarters’ office before 5:00 p.m. on May 25, 2004. Protests are limited to those instances where SCDD did not follow the procedures specified in these instructions.

F. ALLOWABLE AND NON-ALLOWABLE CPDG GRANT COSTS

The purpose of the CPDG program is to provide resources necessary to initiate new programs that are creative, special, needed and innovative for people with developmental disabilities and their families. These funds may not be used to purchase goods or services for which another funding source is available, or to supplant existing funding. Project costs include all necessary charges made by the grantee in accomplishing the objectives of the grant during the specified grant period.

Each cost item in the budget will be reviewed by the SCDD to determine whether it is allowable and reasonable. SCDD reserves the right to revise the budget if it determines that the item(s) are not allowable or reasonable. The following list contains examples of allowable and non-allowable CPDG contract expenditures.

1. Funds cannot be used to purchase real property.
2. Funds cannot be used to purchase childcare vouchers.
3. Funds may be used to modify residential and day program facilities to meet fire and life safety requirements of the Fire Marshall and/or the local licensing agency. Proposals requesting facility modifications must include three bids to be considered for funding. Extensive renovation will be individually assessed.
4. Rent for an office and/or facility is a reimbursable expense. The rent should not exceed the rental rates for an equivalent size facility in your geographical area.
5. Any equipment purchased from funds under the terms of this agreement is the property of the State. For purposes of CPDG, equipment is considered any item purchased by the contractor that has a unit acquisition cost of at least \$500 or a normal useful life of at least three years. The contract must include a detailed inventory of any equipment purchased with CPDG funds. The contractor shall provide a final project equipment inventory to the SCDD. This inventory must accompany the project's final progress report and is due within 45 days of the end of the project's contract term.
6. A written request to purchase equipment is required by the contractor prior to reimbursement for any articles, supplies or equipment exceeding \$1,000.00 in cost. A written justification request, including the purpose for the purchase and reasonableness of the cost is required prior to authorizing purchases.
7. Equipment may be leased; however, it may not be leased with an option to purchase. The contractor shall provide SCDD with copies of lease agreements for equipment leased during the contract period.
8. Examples of equipment that may not be purchased or purchased only with prior approval include:
 - Motor vehicles may not be purchased. They may be leased during the contract period.
 - Computers may only be purchased with prior approval from the SCDD.

- Fax machines, VCR, camcorders, and digital cameras may only be purchased with prior approval.
 - Copy machines may not be purchased. However, they may be leased for during the contract period.
 - Wall-to-wall carpeting is non-allowable. However, area rugs may be purchased.
 - Any equipment item that is attached to a facility or vehicle, which cannot be removed in usable condition of the facility or vehicle ease to serve persons with developmental disabilities.
9. As a general rule, it can be assumed that equipment with a value under \$500 will be amortized and no longer property of the State after three years. For purposes of CPDG, equipment item costs must be considered in terms of the end usable product, e.g., a bed is considered the sum of the cost of the mattress, box springs and frame. Applicants should contact the SCDD on specific issues concerning items over \$500.
 10. Funds cannot be used for modifications that are solely aesthetic in nature or are not necessary to meet fire and life safety requirements.
 11. Any reimbursement for necessary travel expenses and per diem shall be at rates set in accordance with allowable state per diem and mileage rates. Travel outside the State of California shall not be reimbursed.
 12. CPDG funds shall not be used to purchase food for participants at CPDG-sponsored conferences, trainings, seminars or workshops.
 13. Consultants' rates must conform to 1) the Schedule of Maximum Allowances for positions covered by that schedule; 2) comparable state civil service positions; or if the above are not applicable, 3) to the going rate for similar work outside state service.
 14. Start-up costs are typically used for costs incurred prior to consumers receiving services. Such costs may include licensing and training costs, rent, furnishings, salaries during start-up, or utility deposits.
 15. Transition costs include the cost of operating the program and starting when the first consumer is served and ending when the contract period is over and/or after any third-party reimbursements are made (e.g., Medi-Cal, Regional Center). Transition costs must conform to existing rates.
 16. Costs related to disseminating information about project outcomes can only be included in the funding request if this expense is to be incurred during the term of the contract period.
 17. No staff person can be committed to more than 100% of that person's time. Example: If a program is submitting multiple proposals and one proposal requires 60% of a staff person's time, no more than 40% (the balance) of that person's time can be offered between the remaining proposals. The SCDD reserves the right to verify and determine reasonableness of staff time committed to other jobs/projects.